G. R. S. IX-5]

Previous references.

E. A. G. 7.
E. A. G. 74, 74(a)

1917.

(E. A. G.)

Later references.

Preserved

File No. 74 B. E

Serial Nos. D, E, F. G.

D Prelim

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for

SUBJECT.

Working of the Efficiency Rules.

B. In the Office of the I.G. of Police.

C. In the Office of the Ex. Commr.

D. Chief Engineer

E. I.G. of Education

F. Director of Industries & Commerce.

G. The Conservator of Forest

W D 88—GPB—50,000—24-7-16

30.11.17

2

G.R.S. 11]

1916. B

GENERAL AND REVENUE SECRETARIAT.

(E.A.S)

NOTES.

E.A.S File No. 14 B

FILE HEADING.

Working of the Efficiency rules.

From

The D.G. of Police in Mysore

No. 144/14 Dated 12-7-16 Received 13-7-16.

Diary No.	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Reports that the efficiency suggestions have been adopted by all the Police Supts to whom copies of the booklet were supplied.

NOTES AND ORDERS.

The D.G's letter is silent about his own office. Pt requesting information is noted.

21/7

Letter No. 74-E.A.S. dt 4-8-1916 to the D.G. of Police requesting him to furnish a report

NOTES—First Sheet.

GPB—35,000--15-6-12

G. R. S. 12]

General and Revenue Secretariat.		File No. of 191 .
	Serial No.	On the working of the Efficiency Rules in respect of his own office.

NOTE—Contn. sheet.

E. A. 9:74

4

No. 144/14 Encl.

OFFICE OF THE INSPECTOR-GENERAL OF POLICE IN MYSORE,

Dated Bangalore, 8th/12 July *191* 6

From

Diwan Bahadur C. SRIKANTESVARA AIYAR, B.A., B.L.,
Inspector-General of Police in Mysore.

To

D. M. NARASINGA RAO, ESQ., B.A., B.L.,
~~Officiating~~ Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department.

Sir,

Adverting to Government Proceedings No. G. 6421-68/E.A. 7-14 dated 19-12-1914, issuing instructions for improving the efficiency of officers, I have the honor to state that a copy of the booklet was supplied to the Superintendents of all the Districts including those of French Rocks and Kolar Gold Fields. These officers report as follows:--

1. Attendance.- All the Superintendents except those of Mysore, Chitaldrug and French Rocks report that when they are in Head Quarters they attend office during the prescribed hours, those of Mysore and Chitaldrug from 11-30 A.M. to 5 and 5-30 P.M. respectively (which are the prescribe hours in their Districts). The Superintendent of Police, French Rocks states that he attends office both in the mornings and in the evenings.

2. Preparation of programme of work.- That no programme of work for any definite period is possible as the nature of Police work is so varied, indefinite and ever-changing and crimes and urgent calls etc. have to be attended to forthwith as they arise.

3. Hearing of petitions.- That petitions are heard in Head Quarters between 12 noon and 2 P.M. and in camps at all hours of the day.

4. Scrutiny of office arrears.- Arrear lists are being

VIII (8) 7 Pol

5

From

GPB—400—22-7-15

The Inspector-General of Police
in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General Dept.

Dated
Despatched } 12th July 1946
Received

General No. 144/14
No.

SUBJECT.

Report re the improving the efficiency of officers

prepared and scrutinized every month and are also submitted to the Office of the Inspector General of Police.

5. Inspection of the work of officials.- This is being attended to.

6. Periodical reports and returns.- A list of periodical reports and returns with No. and date of order is maintained.

7. Maintenance of reminder book.-

8. Lists showing items of work which are urgent etc.-

9. Maintenance of note books for entering information of value gathered during inspection.

All Superintendents except District Superintendent of Police, French Rocks, report that these books have been opened and maintaine That officer states that there is no need for maintaining Nos. 7 and 8 as the nature of work in the Police Department is ever changing and action has to be taken according to the circumstances of each individual case and that information under 9 is noted in the office copy of his diary.

I have the honor to be,

Sir,

Your most obedient servant,

Asst. to the Inspector General of Police,

For Inspector General of Police,

Absent from station.

R.R.

G.R.S. 26]

SUBJECT.....

Diary No. of letter replied to_____

General and Revenue Secretariat
( )
, the 191 .

Date of issue 4-8-1916

Signed by Mr. R. Madhava Rao

Section
File No.
Serial No. 2

No. 74-E.A.S.

To The D.g. of Police in Mysore

Sir,

Referring to your letter No. 144/11 of the 12th inst. reporting on the extent to which the efficiency suggestions have been adopted by the Police Supts of all the Distts including those of Frenchrocks and Kolar Gold Fields, I

over.

am directed to request you to be so good as to furnish similar ~~[illegible]~~ information in respect of your own office.

I have &c

W

For Secy to Govt.

Genl Dept.

Nepe
20/7.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

G.R.S. 11].

1914-1

GENERAL AND REVENUE SECRETARIAT.

(E. A. 9)

NOTES.

File No. ~~7-14~~ 74(c)

FILE HEADING.

Working of the Efficiency rules.

From

The Excise Commissioner in Mysore

No. 9617 Dated 8-6-1915 Received 8-6-1915.

Diary No. 575	Enclos. nil. Spare Copies.	Serial No. 8

BRIEF ABSTRACT OF LETTER.

States that copies of booklets of Efficiency rules were sent to Dy Comrs for distribution to Dt. Excise officers and also to the Detective Inspts: and that reports as to their working are awaited.

NOTES AND ORDERS.

In reply to this office query as to how far the efficiency rules have been put into practice, the Ex: Comr: says that the booklets have been distributed to subordinate officers and that their reports are awaited and in receipt

NOTES—First Sheet.

GPB—30,000—12-8-11

R. S. 12]

General and Revenue Secretariat.

E. Ag. File No. 74 of 1914-15

Serial No.

of them his reply will be submitted.
Orbd.
Nge 12/6/15.

NM 18/6

In reply to a D.O. reminder of 25.10.15 the Ex. Comr. says that replies of the Dy Comrs of Bang, Tumkur, Kadur & Shimoga & Chitaldrug are awaited to send in his reply.
Orbd
Nge 2/11.

NM 4/11

In reply to a reminder the Ex. Comr. says in his letter No: 241 of 24.12.15 that the Dy Comrs of Kolar & Shimoga Dists: have been reminded and on receipt of their replies, his report will be ~~taken~~ sent up.
Orbd
Nge 30/12.

Reminder Orbd. Reminder issued 10/3.
Nge 7/3 - Reminder issued on 9.6.16

2 Excise Comr's letter No: 532 of 10.6.16 forwarding copies of replies received from Dy Comrs of Dists: furnishing information on the several points.
The rules are all observed by the several Dt Excise Offrs. Entered in Rgr:
Orbd
Nge 26/6/16

NOTE—Contn. sheet.

11

Dno. 515/EA
8. 6. 15

File no 7-14
Sl 6.

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE.

no: 9617

Bangalore, dated.....7th June.....*19* 15.

FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Offg: *Secretary to the Government of*
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Sir,

Adverting to your letter, No. 737-782/E.A., dated the 31st Ultimo, requesting me to furnish, for the information of Government, the names of officers in this Department to whom copies of the booklets containing certain suggestions for improving the efficiency of officers were supplied and to state how far they have been adopted by them, I have the honor to state that copies of Government Order No. 6421-68/E.A.7-14, dated the 19th December 1914, together with the booklets, were forwarded to the Deputy Commissioners of Districts for being distributed among the District Excise Officers and similar - - copies were also forwarded to the Detective Superintendent for his information and guidance and to inform that reports in the matter are awaited and that on receipt of them, the report called for in th above will be submitted.

I have the honor to be,
Sir,
Your most obedient servant,

P. Raghavendra Rao
8. 6. 15.
Excise Commissioner.

AR.

MAS.

12

FROM

Excise Commissioner in Mysore.

To

Secretary to the Government of
H. H. the Maharaja of Mysore,
Gen. and Rev. Depts.

Dated

Despatched

Received

General No.

Enclosure No.

SUBJECT.

GPB—1,350—25-11-12

13/6 19
No. 532
Enc. 1 file

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE.

Bangalore, dated.....9th June.....*191* 6.
10

FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of
His. Highness the Maharaja of Mysore,
General ~~xxxxxxxx~~ *Departments.*
Bangalore.

Sir,

Adverting to your letter No. 737-782/E.A., dated 31-5-1915, regarding the working of the Efficiency Rules and in continuation of my letter No. 9617 dated 7/8-6-1915, thereon, I have the honor to forward herewith -- copies of the -- marginally noted communications received from the several Deputy Commissioners furnishing information on the several points mentioned in your letter from which it is seen that the suggestions issued by Government have been adopted in this Department by the officers concerned, so far as they relate to or are applicable to their offices.

1.	Letter No. 21,	dated 8-7-1915,	from the Deputy Commissioner	Chitaldrug District.
2.	" " 11,	" 3/8-7-'15	-do-	Tumkur.
3.	" " 76,	" 9-8-1915,	-do-	Hassan.
4.	Memo "	" 20-8-'15,	from the District Excise Officer, Mysore.	
5.	-do-	" 5-11-'15,	-do-	Bangalore.
6.	Letter No. 153,	" 2-11-1915,	from the Deputy Commissioner	Kadur District.
7.	Memo	" 16-12-1915,	from the District Excise Officer, Shimoga.	
8.	-do-	" 23-12-1915,	-do-	Kolar.

I have the honor to be,

Sir,

Your most obedient servant,

D. Srinivasa Iyengar

Assistant Commissioner,
for Excise Commissioner,
absent from the station.

MRG.

From

Excise Commissioner in Mysore.

To

Secretary to the Government of
H. H. the Maharaja of Mysore,
Gen. & Rev. Depts.

Dated

Despatched

Received

General No.

Enclosure No.

SUBJECT.

(1) Letter No. 21, dated 8th July '15 from the Deputy Commissioner, Chitaldrug District, to the Excise Commissioner in Mysore.

With reference to your letter No. 9647-54, dated 8th June '15, in the matter of the adoption of the suggestions relating to efficiency of officers etc., I have the honor to state that the District Excise - - Officer has found that most of the suggestions set forth in the booklet were being observed even prior to the supply of the said booklets, and that he has now adopted all the suggestions so far as they are applicable to him and to add the following information.

(≠ Vide information furnished on separate page 2)

-:-:-:-:-:-:-

(2) Letter No. 11, dated 3/8th July '15, from the Deputy Commissioner, Tumkur District to the Excise Commissioner in Mysore.

With reference to your letter No. 9647-54, dated 8-6-'15, I have the honor to state as follows.

(Vide information furnished on separate page 4)

-:-:-:-:-:-:-

(3) Letter No. 76, dated 9/10th August '15, from the Deputy Commissione Hassan District, to the Excise Commissioner in Mysore.

Adverting to your letter No. 9647-54, dated 7/8th June '15, for--warding a copy of letter No. 737-82/E&A&, dated 31st May '15, from the Secretary to the Government, General and Revenue Departments and desiring an expression of my views regarding the efficiency of officers contained in the booklet, I have the honor to state as follows:-

(Vide information furnished on separate page 5)

-:-:-:-:-:-:-:-

(4) Letter No. 116, dated 23rd August '15, from the Deputy Commissioner Mysore District to the Excise Commissioner in Mysore.

With reference to your No. 9647-54, dated 7/8th June '15, forwardin copy of letter No. 737-82/E&A, dated 31st May '15, I have the honor to append a Memo explaining how far the District Excise Officer has been -- carrying on the suggestions in the Booklet sent with your No. 5172-80, dated 15/18th January '15 sent for his guidance.

(Vide information furnished on separate page 6)

-:-:-:-:-:-:-:-:-

(5) Letter No. 428, dated 5/10th November '15, from the Deputy Commissioner, Bangalore District, to the Excise Commissioner in Mysore.

Adverting to your letter No. 9647-54, dated 7/8th June '15 and to subsequent reminders thereon, forwarding copy of letter No. 737-82/E&A dated 31st May '15, from the Secretary to Government, General and -- Revenue Departments, enquiring how far the suggestions for improving the efficiency of officers contained in the booklet supplied under -- cover of Government Order No. 6421-68/E&A7-14, dated 19th December '14 have been adopted by the officers concerned, I have the honor to for--ward herewith the Memo submitted by the District Excise Officer in the matter.

(Vide information furnished on separate page 7)

-:-:-:-:-:-:-:-:-

(6) Letter No. 153, dated 2/3rd November '15, from the Deputy Commis--sioner, Kadur District, to the Excise Commissioner in Mysore.

Letter No. 9647-54, dated 7th June '15, requesting to be informed as to how far the suggestionsfor improving the efficiency of officers have been adopted by the officers of this Department.

With reference to the above, I have the honor to state that the rules have been fully brought into force as narrated below.

(Vide information furnished on separate page 8)

-:-:-:-:-:-:-:-:-:-

(7) Letter No. 187, dated 17th December '15, from the Deputy Commis--sioner, Shimoga District, to the Excise Commissioner in Mysore.

In continuation of my No. 183, dated the 13th Instant, I have the honor to forward herewith in original a Memo submitted by the District Excise Officer, showing to what extent the suggestions for improving the efficiency of officers have been attended to by him.

(Vide information furnished on separate page 9)

-:-:-:-:-:-:-:-:-:-

(8) Letter No. 228, dated 19/27th December '15 from the Deputy Commis--sioner, Kolar District to the Excise Commissioner in Mysore.

Adverting to your docket No. 5172-80, dated 15/17-1-'15, forward--ing a copy of Government Order No. G.6421-68/E&A.7-14, dated 19-12-14 together with a booklet containing suggestions for improving the - - efficiency of officers etc., I have the honor to state that the instruc--tions contained in the booklet are adopted as far as possible and -- every attempt is being made to adopt the system prescribed and to en--force it strictly.

A Memo showing the information specially required is enclosed for kind.

(Vide information furnished on separate page 10)

-:-:-:-:-:-:-:-:-:-:-

Deputy Commissioner, Chitaldrug District.

M E M O.

1. The District Excise Officer attends office at about 11 A.M. on all days while he is at Head Quarters.

2. Monthly programme of work is being prepared and duly submitted to me.

3. Petitions are received by the District Excise - - Officer in person at fixed hours on all days while on tour and on all days (except Sundays and Holiday while at Head Quarters.

4. Arrear lists of each clerk are scrutinised during the 1st week of every month.

5. The pending papers of the clerks are being examined and necessary instructions issued for their early disposal.

6. A list of periodical returns and reports due is maintained in the District Excise Office, and the same is being checked twice a month, once about the tenth and again about the 20th of each month, in order to find out whether they are being submitted punctually.

7. A reminder book is maintained and all matters to be remembered for future action are entered therein

8. A list showing the urgent and important items of work is also maintained.

9. Information gathered during tours, is invariably noted in the weekly diaries submitted by the - - District Excise Officer. Anyhow, a note book to enter all the information gathered during inspections, studies etc., is also maintained.

10. In conclusion, the principle emphasized in the -- several suggestions made in the booklet supplied is being followed, so far as applies to the Excise Department.

COPY

[redacted]

Deputy Commissioner, Tumkur District.

M E M O.

1. While at Head quarters, I attend office at the prescribed hours, and work of an urgent nature will be attended to at all hours of the day and night.

2. The exegencies of the work of the Department do not permit of a programme being strictly adhered to. The work of Inspection is done systematically and the other instructions laid down in the latter part of para 3 are attended to.

3. Petitions are heard daily while at Head Quarters at 12 noon in person.

4. The instructions issued for the scrutiny of arrears of correspondence and other works are attended to and monthly lists of papers pending with officials are obtained checked and replies expedited.

5. All instances of delay and irregularity is checked in time by holding frequent test inspections of the work of officials.

6. A table of periodical reports and returns due from this office and from subordinate officers is maintained and the various returns due to higher officers are submitted punctually.

7. A reminder book is kept in which all events of importance worthy of note are entered for attention and guidance.

All instructions conveyed in Sections III, IV, V and VI on "Important work and studies" &c., will be carefully attended to. I beg to add that this hand book will serve a very useful purpose if the instructions contained therein are carefully followed.

Deputy Commissioner, Hassan District.

M E M O .

1. Punctuality in attendance is observed (Rule 1.

2. Preparation of programme of work making due provisi for inspections, important work and studies is -- attended to and petitions are being heard at a - - fixed hour on appointed days in a week, But mostly petitions come by post are disposed of without any delay (Rule 3)

3. Office arrear lists are being scrutinised at the beginning of every month (Rule 4)

4. Test inspection of work of officials is done at frequent intervals and monthly scrutiny of the statement of periodical returns and reports due from the office is kept and adhered to. (Rule 5 & 6

5. Reminder book is maintained. (Rule 7)

6. All urgent work is being attended to then and there but there are no such works in the Excise Department as may be classed as "causing anxiety" (Rule 9)

7. A note book for entering information gathered - - during inspection, daily studies etc., is kept (Rule 10)

Deputy Commissioner, Mysore District.

M E M O.

1. Punctual attendance to office is being observed by the undersigned when at head quarters.

2. Attended to.

3. Petitions are heard by the undersigned daily on office days when at head-quarters, between the hours of 1 and 3 P.M., but mostly the petitions are received through post and are promptly attended to.

4. The list of papers which are in arrears in the ~~sifx~~ office is being scrutinised.

5. This is being done.

6. This list is maintained.

7. A note book is kept for the purpose.

8. Items of work are marked urgent when so necessary but there are no such items as may cause anxiety in the Excise Department.

9. This note book is maintained.

Para 2. This is done.

Deputy Commissioner, Bangalore District.

M E M O.

1. This is adopted. Hours of attendance have ben prescribed from 11 A.M. to 5-30 P.M. This is strictly enforced. Attendance register is maintained.

2. About 7 hours in the afternoons and 2 hours in the mornings are generally devoted for office work when at head quarters. While in camp all the time from 7-30 A.M. to 10 P.M. is devoted for office and inspection works

3. This is being done and is being carried out as far as possible. Presentation of petitions in person in the Excise branch is very rare. Petitions relating to Excise matters are generally presented to the Deputy Commissioner. If any are meant to the District Excise Officer I receive them as soon as I go to office.

4. Arrears list is maintained by each clerk and is scrutinised by ~~mxxk~~ me before disbursement of pay. Pay is not drawn until this list is submitted by the clerks.

5. This is being done.

6. Maintained. Periodical returns are regularly submitted. There is some delay in submitting them which cannot be helped as the office is undermanned and the clerks are unable to get through the work in time although over worked. Unless and until the pay and prospects of these poor officials are - - increased and unless a better type of officials with higher qualifications and intellegence is appointed delay is inevitable. The strength of the clerical staff also requires to be increased.

7. Maintained. This is in my personal custody. It is checked once a week or fortnight and steps taken to bring pending papers to a speedy disposal.

8. This is not maintained as there is nothing so very urgent or important or which causes anxiety in the Excise Department except at the time of the Excise sales.

9. Maintained.

10. The Other suggestions contained in the booklet are being carried out as far as possible.

Deputy Commissioner, Kadur District.

M E M O.

1. Attendence.	As regards the punctual attendence in the office a register is maintained where in officials are required to initial against their names and the register is placed on the table immediately after 11 O'clock and scrutinised by the Officer, while at Head quarters.
2. Preparation of a programme of work making due provision for inspection, important work and studies.	Before moving on circuit a programme of work is chalked out for the number of days to be spent in camp. A copy of the programme intimating the places of halt is being left for the guidance of office at head quarters for transmitting tappal and other correspondence.
Definite portions of an officier's work has been set apart under the following heads:-.	(a) Daily routine office work either at head quarters or in circuit. (b) Inspection of shops, that is arrack toddy, ganja, groves, depots and disposal of darkhast application &c. (c) Checking of 'Demand, collection and Balance' accounts of each Taluk is taken up along with the inspection of offices.
3. Hearing of petitions.	Petitions of this department are generally received by post. But if they are brought in person the same are being received during office hours of the day both at head quarter and in the camp.
4. Scrutiny of office arrears list.	The papers are being classified as "Urgent". "Important" &c., and monthly list of papers pending in the office is being prepared and scrutinised.
5. Test inspection of the work of officials.	Test inspection of one or two officials attached to the office is carried out once a month, with a view to disclose any irregularities or heavy arrears.
6. Maintenance and monthly scrutiny of the statement of periodical returns and reports due from the office.	A statement of reports and returns due from this office, as well as subordinate officers are maintained and strict attention for their prompt preparation and punctual submission is insisted upon.
7. Maintenance of a reminder ~~work.~~ Work.	A reminder book is maintained therein all matters requiring to be remembered for future action are entered.
8. Maintenance of list of work.	A hand book is maintained wherein all items of work which are urgent or which may be causing anxiety are noted.
9. Maintenance of a Note book.	A note book as mentioned above is maintained for marking out all important valuable information gathered during the course of office and out door inspection.

Deputy Commissioner, Shimoga District. 22

M E M O.

1.	Hours of attendence. (Rule 1)	Generally between 11 and 12 except later than this hour when engaged in out door work or office work in the mornings.
2.	Programme of work (Rule 3)	A programme has been drawn up for inspec-tions.
3.	Hearing of petitions (Rule 3.)	The petitions are not many and those that come are given the first hearing.
4.	Scrutiny of office arrear list at the beginning of the month (Rule 4)	This is being done.
5.	Test inspections of the work of the officials (Rule 5)	This is attended to.
6.	Maintenance and monthly scrutiny of the statement of periodical returns and reports due from the office (Rule 6)	This is maintained.
-	Maintenance of a reminder book to enter all matters requiring to be remembered for future action (Rule 7)	A book is maintained but important works have not cropped up.
8.	Maintenance of lists showing items of work which are urgent or which may be causing anxiety (Rule 9)	A book is maintained but important works have not cropped up.
9.	Maintenance of note books for entering information of value gathered during inspections, daily studies news-paper reading and personal interviews. (Rule 10)	-do- No such questions have cropped up.

Note :- The other topics mooted in the book have been as far as possible, adhered to.

Deputy Commissioner, Kolar District.

Memo showing the information required by the Excise Commissioner in Mysore, in his letter No. 9647-54, dated 7/8-6-1915.

1.	Attendence.	Both fore noon and after noon when not on inspection duty.
2.	Programme.	General Programme is being followed viz., Bowringpet and Goribidnur Taluks monthly and the other Taluks one after another.
3.	Hearing of petitions.	During office hours when in Head Quarters and at all times when on tour.
4.	Scrutiny of office arrear lists.	Will be attended to when the arrear lists which are under preparation are ready.
5.	Test inspection of the work of officials.	Thisis done occassionally.
6.	Maintenance and monthly scrutiny of the statement of periodical returns and reports.	Yes.
7.	Maintenance of reminder book to enter all matters requiring to be remembered for future action.	Yes.
8.	Maintenance of lists showing items of work which are urgent or which may be causing - - anxiety.	Yes.
9.	Maintenance of note books for entering information of value gathered during inspection, daily studies, news-paper reading, and personal interviews.	Yes.

" Copy "

D. Srinivasayya

Assistant Commissioner,
for Excise Commissioner,
absent from the station.

G.R.S. 11]

1915.

GENERAL AND REVENUE SECRETARIAT.

(E.A.)

NOTES.

File No. 74 D

FILE HEADING.

Working of the Efficiency Mles.

From The Chief Engineer in reply.

No. 7115 Dated 17.7.15. Received 21.7.15.

Diary No. 94 | Enclos. nil Spare Copies. | Serial No. 21

BRIEF ABSTRACT OF LETTER.

States that copies of booklet re efficiency of offrs: has been distributed to the Engr: & Admn: offrs: of the Deptt: and the offrs of the Electrical Deptt as well and reports that the important suggestions have been given effect to in detail.

NOTES AND ORDERS.

All the main suggestions are adopted by the offrs: attached to the P.W. Sects: The only point requiring notice is that referred to in item 5. The checking of arrear list once a fortnight is thought to serve the purpose of test inspection of work

NOTES—First Sheet.

GPB—30,000—12-8-11

Serial No.

But rule 5 which prescribes this inspection seems to require that the work of one or more of the offs. should be tested with refce. to the details of the work allotted.

With regard to periodical reports and returns, refce. is made only to "Returns" and in respect of these rem, it is not stated whether the list is scrutinized monthly by the head of the office as required by the rule.

In the case of subordinate offs, a further report is promised.

Noted
Nagendra
23/7.

May be awaited
NM
24/7

In reply to a reminder, the Ch. Engr. says that reports from Deptl. Engineers is awaited and they have been reminded to expedite.

Noted Nagendra
25/9
Nm
28/9

NM
29/9

Letter No: 2297 & 8-3-1916 from the Ch. Engr. forwarding the reports of certain N.W. officers re the adoption of the efficiency suggestions

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

E.A. File No. 61/74 of 191 .

Serial No.

tions by these Officers and stating that the Irrigtn. Engineers have been reminded for the reports still due.

The suggestions have all been adopted by the 4 Officers, viz, Ex: Engr: Kadur Divn. Ex. Engr: Shimoga Divn; Ex: Engr: Kolar Divn. Ex: Engr; irrigation Divn: & the Irrigtn. Engr. Northern Circle. Noted in register.

Ruled
sepe
1/14.

NLL
2/16

Reminded on 8.6.16.

3 Chief Engr's letter No: 5716 dt 15.6.16 submitting copies of reports of the Executive Engrs of Tumkur & Chitaldrug re the adoption of the Efficiency Suggestions.

Almost all the rules are observed.

sepe
26/8/16

NOTE—Contn. sheet.

Dno 94/20.1
21.7.15

File no 7-14
St 21

TELEGRAPHIC ADDRESS: *Statewoks.*

No. 7115

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore, 17th July 1915.

From

KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E.,

Chief Engineer of Mysore,

Bangalore.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Offg: Secretary to Government,

General and Revenue Departments,

Bangalore.

Sir,

Adverting to your letter No.732-782/E.A. dated the 31st May 1915, I have the honour to state that copies of the booklet containing suggestions for the improvement of efficiency of officers, received with Government order No.6421-68/E.A.7-14 dated the 19th December 1914, were duly distributed to the Engineer and Sub-Division officers of this Department, as also to the officers of the Electrical Department.

2. As far as the officers attached to this Secretariat are concerned, the important suggestions referred to in your letter quoted above, have been given effect to as indicated below:-

(1) Attendance (Rule 1).- Officers generally attend office at 11 a.m., except on days they find it necessary to work in the mornings to develop important projects and dispose of urgent correspondence.

Pr VI 2077 W VIII

GPB—5,000—16-1-15

191

MYSORE P. W. DEPARTMENT.

No. 7115

From

THE CHIEF ENGINEER OF MYSORE,

Bangalore.

To The Secretary to Government,
General and Revenue Departments
Bangalore

Dated Bangalore 17-7-1915

Despatched 19-7-1915

Enclosure No. —

SUBJECT.

Improvement of Efficiency of Officers :-

(2) Preparation of programmes (Rule 3).- A programme of important items of work, requiring special and continuous attention during the next 3 and 6 months of the year, has been framed with due regard to periodical inspections to be made of works in Divisions at stated intervals.

(3) Petitions are received and representations heard in person between 11 a.m. and 1 p.m., on Fridays, of which due notice is given to petitioners.

(4) Office arrear lists (Rule 4).- The lists are examined once a fortnight to see how far correspondence is up to date as well as to avoid heavy arrears.

(5) Test inspection of work (Rule 5).- vide remarks under (4) above.

(6) Statement of periodical returns (Rule 6).- A list is appended to the P. W. Manual, a copy of which is furnished to the Superintendent of each Branch. Timely reminders issue to subordinate officers for their punctual submission, and they are consolidated and transmitted on the dates prescribed to the Departments to which they are due.

(7) Reminder book (Rule 7).- This is maintained by each officer.

(8) List of important works (Rule 9).- The items requiring prompt as well as continuous attention are entered in such a list, and it is examined and revised at convenient intervals.

(9) Maintenance of separate note books (Rule 10).- This will receive attention.

3. Matters of importance requiring special attention are labelled as such and kept in view until they are finally disposed of.

4. The officers of this Department having been supplied with the booklets under reference in February last, a report is being called for from them, in order to see how far the suggestions embodied therein have been carried out.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Engineer of Mysore.

V.M.S.

TELEGRAPHIC ADDRESS: Statewoks.

No. 2297/5-as per margin.

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore, 8th March 1916.

From Rajasabhabhushana
KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E.,
Chief Engineer of Mysore,
Bangalore.

To D.M.Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of Mysore,
General Department, Bangalore.

Sir,

With reference to your letter No. 353/E.A. dated the 27th August 1915 and subsequent correspondence ending with your No. 1067 dated the 22nd December 1915, regarding the working of the Efficiency Rules in the P.W.Offices, I have the honour to forward herewith, for your information, the marginally noted communications reporting how far the rules have been adopted in the offices concerned.

1. Letter No. 549 dated 1st August 1915 from the Executive Engineer, Kadur Division.
2. Letter No. 664 dated 6th August 1915 from the Executive Engineer, Shimoga Division.
3. Letter No. 517 dated 15th September 1915 from the Executive Engineer, Kolar Division.
4. Letter No. 1940 dated 8th December 1915 from the Executive Engineer, Irrigation Division.
5. Letter No. 110 dated 8th January 1916 from the Superintending Engineer, Northern Circle.

2. The Superintending Engineers have again been reminded to expedite the submission of the reports still due.

I have the honour to be,
Sir,
Your most obedient servant,

R Sundaramia

For Chief Engineer of Mysore.

31.

GPB—5,000—16-1-15

1915-16.

MYSORE P. W. DEPARTMENT.

No. 2297.

From

THE CHIEF ENGINEER OF MYSORE,

Bangalore.

To The Secretary to Government General Departments.

Dated Bangalore, 8th March 1916.

Despatched 9th March 1916.

Enclosure No. 5.

SUBJECT.

Forwards certain Communications received from the Division Offices regarding the working of the Efficiency Rules.

Letter No.549 dated 1st August 1915, from the Executive Engineer, Kadur Division, to the Superinteding Engineer, Northern Circle

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With reference to your No.5240 dated 28th July 1915, enquiring how far the suggestions contained in the booklet issued with Government order No.6421-68/E.A. dated 19-12-14 were adopted, I have the honor to state that the booklets were distributed among the marginally noted -- officers of this Department in the Division.

2. An attendance register has been maintained for the office, the ordinary hours of attendance being from 11 A.M. to 5 P.M. on all office days.

3. A programme is arranged on the 1st of every month making provision for inspection of works in the mornings from 7 to 12 A.M. generally. The office work will be usually attended to from 1 P.M. to 5 P.M. after studying news papers from 12 noon to 1 P.M. The evening hours namely 7 to 9 are usually spent in general studies.

4. The petitions will be heard from 1 P.M. to 5 P.M. on all office days while I am in Head Quarters and at all times while on tour.

5. A list has been maintained showing the arrears of work at the beginning of every month which will be scrutinised by me and instructions given to the parties concerned for their prompt disposal.

6. The office will be periodically inspected by me as per Government Order No.10870-10918-E.A.43-14-1 dated 10th April 1915. But in addition opportunity will be taken to test the work of any official at any time by surprise.

7. A register of periodical returns is maintained and it undergoes a scrutiny every now and then and prompt submission of returns insisted.

8. I have got an officer's note book in which all matters requiring to be disposed of or seen to at any future date will be noted and - action taken thereon.

9. The urgent and other important matters requiring immediate attention are also noted and disposal watched in the same book.

10. An information note book has been kept up to note any valuable information obtained at the time of reading newspapers daily studies, personal interviews, and inspections.

11. Proposals of the form for the inspection of Offices and that to have an Office Mannual on the lines prescribed in Government Order No. 6421-68-E.A.-7-14, are engaging my attention and will be sent up shortly.

"Copy"

Chennakrishnaiah

for Superintending Engineer,

Northern Circle.

Reg. No. ..... 1-NOV 1915 SECRETARIAT DEPT.

Letter No.664 dated 6-8-15 from the Executive Engineer, Shimoga Division, to the Superintending Engineer, Northern Circle, Bangalore:

Your No.5239 dated 28-7-1915 enquiring as to how far the suggestions noted in the Government order to improve the efficiency of Officers have been adopted.

==========

I have the honor to state that the books supplied to this office have been distributed to the Sub Divisions and the suggestions have been put to practice as noted below:-

(1) Attendance from 11 A.M. to 5 P.M. is being insisted.

(2) A programme of my duties is drawn up every month, the same sent to the Superintending Engineer for information. Sub Division Officers and Subordinates are also being insisted upon to submit a ten daily programme and the same is scrutinised by me and altered by me while No.IV Shikarpur Sub Divisional Officer has been refusing to submit it on the ground he cannot adhere to it. The necessary punishment for misuse of public timeis also being inflicted.

(3) Petitions are received at 4 P.M. and a notice to that effect is pasted on the notice board.

(4) Officials are directed to submit a list of arrears at the beginning of every month and no arrears except -- ~~defences~~ references relating to preparation of projects by the Sub Divisional Officers are pending in my office.

(5) Officials' work is being tested every now and then and instruction given to dispose of the arrears in hand.

(6) A statement of periodical returns due is furnished in the P.W.D. Manual and extracts given to parties concerned.

(7) Reminder books are being maintained and reminders issued once a fortnight generally.

(8) Papers which are urgent etc aremarked so and the disposal of the same during the very day is being insisted upon.

(9) Note books for entering information of value gathered during inspection etc are kept by me and by the Sub Divisional Officers and Subordinates.

==========

"COPY"

Chennappa's keep and

for Superintending Engineer,
Northern Circle.

7. NOV 1915

Letter No.517 dated 15th September 1915, from the Executive Engineer, Kolar Division, to the Superintending Engineer, Northern Circle

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Your No.5236 dated 28th July 1915, forwarding for information copy of General Secretary"s No.737-782/E.A. dated the 31st May 1915, to the Chief Engineer of Mysore, and requesting early report as to how far the rules have been carried out in practice especially with regard to certain matters:

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With reference to the above, I have the honor to state that the suggestions have been adopted as far as possible.

On those days ~~on which~~ when I stay at Head Quarters I usually attend Office from 11 A.M. till late in the evening; if I have outdoor work to do in the mornings; if I have no outdoor work to do in the mornings I invariably attend to office work in the mornings from 8 A.M. and work till about 6.P.M. with one hour interval at noon for meals.

2. Every month a programme of work making due provision for inspections, important work and studies are being roughly prepared by me and adhered to as far as possible.

3. Petitions are being heard by me in the office during day time immediately they are presented in person.

4. Arrear lists of the office are being scrutinised and the officials concerned urged for the early disposal of the references.

5. Test inspection of one or more of the officials of the office are being carried out with a view to find out that there are no irregularities or heavy arrears.

6. A statement with columns showing the date on which periodical returns and reports should be submitted and the date on which these were submitted has been kept. Prompt preparation of returns and reports by clerks are being insisted on.

7. A reminder note book showing all matters which require to be

be remembered for future action, and which if not, so noted are liable to be overlooked is being maintained.

8. Lists showing items of work which are urgent and causing -- anxiety have been maintained as required by rule 9.

9. Separate note books have been maintained for noting information of value gathered in the course of inspections, daily studies, newspapers reading and personal interviews.

10. Entire responsibility for the work entrusted is taken by me, instead of considering duty discharged by issuing orders to Subordinates. In the conduct of business the distinction between important and unimportant matters has been recognised.

&&&&&&&&&&&&&&&&&&&&&&&&&&

" C O PY "

Chennakeshavan

for Superintending Engineer,

Northern Circle.

INS

Immediate

No. 1940

MYSORE P. W. DEPARTMENT.

EXECUTIVE ENGINEER'S OFFICE,

Dated Bangalore, 8th December 1915.

From

The Executive Engineer,

Irrigation Division.

BANGALORE.

SECRETARY'S OFFICE, REGD. No. 10433 10 DEC 1915 MYSORE P. W. DEPT.

To

The Chief Engineer of Mysore,

BANGALORE.

Sir,

With reference to your memo No. 7119 dated 17th July 1915, calling for a report as to how far the rules laid down in Government Order - - No.6421-68/E.A. dated 19th December 1914, issuing certain suggestions - for improving the efficiency of officers have been carried out in practice, I have the honour to state as follows:-

GENERAL.

2. It has been my regular practice to attend office from 11 A.M. to 5 P.M. ordinarily when at Head Quarters. On special occasions however I come in the morning and stay till 7 or 8 in the evening when there is urgent or very important work on hand.

3. Regular programme of work is chalked out for every month and far as practicable it is being ahered-to. Usually the available time at nights is the time for study to gather fresh information. Study of important special subjects is done as far as time would permit.

4. Such of the petitioners as approach the Executive Engineer will be heard at convenient hours when at camp and usually between 12 noon and 2 P.M. when at Head Quarters. Urgent representations are always heard during office hours.

ROUTINE DUTIES.

5. A list of correspondance and works pending in the office is prepared once a week and if ~~any~~ in scrutiny, arrears are found to accumulate necessary action is taken for their prompt disposal. The list is also

also checked at the end of each month.

6. The test inspection of the work of the officials is entrusted to the ministerial head of the office with instructions that any irregularities observed by him should be brought to my notice then and therefor necessary action. I also look into the work of the officials without notice.

7. A list of periodical returns is hung up in the office and is examined at least once a month.

8. A reminder book is maintained to remember such items of work as are liable to be over-looked. List of items of work which are urgent or which may cause anxiety is also being maintained, but it is a very small one.

9. Necessary note books are maintained for recording information of permanent value and also notes of casual and current information.

I have the honour to be,

S i r,

Your most obedient servant,

G. Ramaiah

Executive Engineer,

Irrigation Division.

Why marked 'Immediate'

Mr. [illegible] for disposal

J.J.

9/12/15

[illegible]

114 109 Y

No. 110.

Mysore Public Works Department.

Bangalore, Dated 8th January 16.

SECRETARY'S OFFICE, REGD. No. 277 12 JAN 1916 MYSORE P. W. DEPT.

From

The Superintending Engineer,
Northern Circle.

To

The Chief Engineer of Mysore,
Bangalore.

Sir,

With reference to your No. 11374 dated the 7th December 1915 enquiring as to how far the suggestions noted in the Government Order to improve the efficiency of Officers have been adopted in the Circle Office, I have the honor to state as follows:-

1. An attendance register is maintained in the office, the usual hours of attendance being from 11A.M. to 5P.M. on all office days.

2. Programmes of Inspection by Superintending Engineer are usually drawn up and submitted to Chief Engineer for information.

3. The petitions are heard at any time during the office hours, whenever the petitioners come and present themselves in person.

4. Officials are maintaining a list showing the arrears of work at the begining of every month.

5. Everynow and then the work of the officials of the office is being tested and instructions given to dispose of references without delay.

6. Is maintained.

7. A reminder book showing all matters requiring to be remembered for future action is being maintained and reminders issued once a month generally, and in cases of urgent ones, every fortnight.

8. Lists showing items of work which are urgent and causing anxiety have been maintained.

9. A Note book for noting information of value gathered during inspection etc., is maintained by the Superintending Engineer.

I have the honor to be,

Sir,

Your most obedient servant,

Madanamohan

Superintending Engineer,

Northern Circle.

Sks

Mr III) for further disposal

9/1416

41

TELEGRAPHIC ADDRESS: *Statewoks.*

No. 5716/62 copies of letters

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore 14th June 1916.

From
Rajasabhabhushana
KARPUR SHRINIVASRAO, ESQ., B.SC., L.C.E.,
Chief Engineer of Mysore,
Bangalore.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government,
General Department.

Sir,

In continuation of this office No.2297 dated the 8th March 1916, I have the honour to forward herewith, for your information, copies of the marginally noted communications reporting how far the efficiency rules have been adopted in ~~his~~ the offices referred to.

I have the honour to be,
Sir,
Your most obedient servant,

(1) Executive Engineer Tumkur Division's No.174 dated the 31st March 1916.

(2) Executive Engineer, Chitaldrug Division's No.226 dated the 6th May 1916.

RVSundaramiah
For chief Engineer of Mysore.

V.N.S.

G PB—5,000—16-1-15

1916.

MYSORE P. W. DEPARTMENT.

No. 576.

From

THE CHIEF ENGINEER OF MYSORE,

Bangalore.

To

The Secretary to Government
General Departments
Bangalore

Dated Bangalore, 13th June 1916

Despatched 14th June 1916

Enclosure No. 2 Copies of letters.

SUBJECT.

Re the adoption of efficiency rules.

Letter No.174 dated the 31st March 1916 from the Executive Engineer, Tumkur Division, to the Superintending Engineer, Northern Circle.

With reference to your Nos.2016 and 5237 dated the 22nd March 1916 and 28th July 1915 respectively, enquiring how far the rules contained in the booklet issued with Government Order No.6421-68/E.A.7-14 dated the 19th December 191 4 have been carried out in practice, I have the honour to state that a copy of the booklet has been given to all the Sub Divisional officers for noting the suggestions.

2. The usual hours of office attendance is 11 a.m. to 5 p.m. on all days excepting Sundays and other Gazetted holidays. The morning hours are usually employed for inspection of works in progress or investigation of new works and evenings being spent on studies and interviews.

3. The programme for one month is drawn up on the 1st of each month and a copy is also sent for Superintending Engineer's information. While on tour, petitions are heard at all times and when at headquarters petitions are received in person on Thursdays from 2 to 5 p.m.

4. Every opportunity is taken to scrutiny the arrears of correspondence and other work as often as possible and the statement of unanswered references watched.

5. Test inspections of the work of officials are carried out and instructions given for rectifications of irregularities or disposal of arrears as occasion demands.

6. A statement of periodical returns and reports due from this office is given in the P.W.Manual approved by Government and the submission of the returns in time ~~are~~ is insisted upon.

7. A reminder book is kept in office and reminders are being sent for disposal of references from time to time.

8. With regard to chapters III and IV dealing on important work and studies, initiative, responsibility, the suggestions are all noted and all endeavours are made to attend to them.

9. In this connection I may be permitted to represent that the high standard of efficiency required of officers as per booklet suggestions can be possible to be maintained only if sufficient and efficient subordinate staff are given for assistance. The existing scale of office and subordinate staff of this Department was sanctioned years back when work and correspondence were lighter and efficiency secured at cheaper cost. But now as the commercial and industrial developments are increasing, no efficient hands can be secured for small remunerations to fill up important places in offices. It will be possible to keep everything in current only when the number of hands in the establishment is increased and efficient men are secured. The subordinate appointments of this Department are very unattractive as they offer no good prospects for young and intelligent men who seek out naturally employments where better prospects are offered. I, therefore, suggest that the establishment may be improved.

&&&

the 19th December 1914 have been carried out in practice, I have the honour to state that the rules have been given effect to as shown below:-

Chapter I- General.- Paras 1,2,3 are being fully attended to.

Chapter II- Routine Duty.-Para 4.- Every branch of my office is being insisted on to maintain the registers and to attend to the instructions. The existing hands having been working under high strain, this is not yet given effect to.

Paras 5,6 & 7 are being attended to.

Chapter III- Important works and studies.-Paras 8 & 9.- Statements of important works and references to be attended to are maintained and being attended to.

Paras 10,11 & 12 are receiving attention.

Chapter IV- Paras 13 & 14.- Initiation and responsibility.- There is no much scope to initiate original schemes in the Division.

Paras 15 to 25 are receiving full attention.

Chapter V- Relations with other Government officers.- Paras 26 & 27 are receiving due attention.

Chapter VI- Relations with the public.- Paras 28 to 36 are receiving full attention.

&&&

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(E. A. B.)

NOTES.

74E

File No. 7-14

FILE HEADING.

Working of the Efficiency rules.

From

The D.g. of Education in Mysore

No. 4702/207 Dated 10-9-1915 Received 18-9-15.

Diary No. 335 | Enclos. one | Spare Copies. – | Serial No. 35

BRIEF ABSTRACT OF LETTER.

Submits in tabular form the information regarding the working of the Efficiency rules among the subordinates of his Deptt:

NOTES AND ORDERS.

Most of the suggestions have been adopted by the subordinate Offrs of the Edn. Deptt:. But no information is furnished by the D.g. regarding his own office and the two assistants

NOTES—First Sheet.

GPB—20,000—3-8-14

General and Revenue Secretariat.

File No. 7 of 1916.

Serial No.

attached to the office. Sft assigning is part of.

Filed
Note
[illegible]

55 To the D.G. of Edn: No: 672 of 19-10-1915 requesting particulars of adoption of the suggestions by the office assistants. Almost all the suggestions have been adopted with regard to maintenance of a reminder book (item No: 7), the special assistant is said to be using the office registers only. It is doubtful if this is what is meant by the rule.

Filed
Note
[illegible]

3 From the D.G. of Education
Letter No. 10809-484 of 22.12.1915
furnishing the particulars in respect of his Office Assistants.

NOTE—Contn. sheet.

GPB—3,210—1-6-15

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 4702 ---- Enc. 1

Bangalore, 10th September *191* 5

From

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education in Mysore.

To

D.M. Narasinga Rao, ESQ., B.A., B.L.,
Secretary to the Government of H. H. the Maharaja of Mysore,
General *Department.*

SIR,

With reference to your Circular letter No.737-782/E.A. dated 31st May/2nd June 1915 and subsequent reminder No.318-340/E.A. dated the 18th ultimo requesting to be informed as to how far the suggestions issued for improving the efficiency of officers have been adopted, I have the honour to submit herewith a tabular statement showing the names of the subordinate officers to whom copies of the booklet containing the suggestions were issued and furnishing information on the several points referred to in your Circular letter. From the statement it is evident that, though there are some short-comings, a sincere attempt is made by all officers to adopt the suggestions issued in the Government Order of the 19th December 1914. I may add that in course of time the short-comings in the case of Inspecting officers, which are more or less due to want of adequate establishment, will be remedied, after the reorganization of the Inspectorate which is now pending sanction, is sanctioned and given effect to.

I have the honour to be,
Sir,
Your most obedient servant,

M. Shama Rao

Inspector General.

TNR.

48

DIARY No. 335

GPB—3,210—1-6-15

1914 - 1915

SECTION G.A.B

FILE No. 7-14

SERIAL No. 35

Edn. 15]

From

Rao Bahadur
M. SHAMA RAO, Esq., M.A.,
Inspector-General of Education
in Mysore

To

The Secretary to the Govt. of
H. H. the Maharaja of Mysore,
~~Govt. Agri~~ General *Dept.*

No. 4702/207

Dated 16.9.1915

Received

No. of Enclosure. 1

Subject

Submitting in a tabular form the information called for regarding the efficiency of Educational Officers

No.	Name of officer and his Designation.	Attendance. Rule (1)	Preparation of a programme of work making due provision for inspections, important work and studies. Rule (3)	Hearing of petitions at a fixed hour on appointed days in a week. Rule (3)	Scrutiny of office arrears lists at the beginning of every month. Rule (4)	Test Inspection of the work of officials. Rule (5)	Maintenance and monthly scrutiny of the statement of Periodical returns and reports due from the office. Rule (6)	Maintenance of a reminder book to enter all matters requiring to be remembered for further action. Rule (7)	Maintenance of lists showing items of work which are urgent or which may be causing anxiety Rule (9)	Maintenance of Note books for entering information of value gathered during Inspection, daily studies, newspaper reading and personal interview. (Rule 10)	The Principle emphasized in several of the "Suggestions" that an officer should take entire responsibility to his work and should not consider his duty discharged by issuing order to subordinates. The conduct of business the distinction between important & unimportant matter to be restricted. The principle is being kept in mind in the conduct of business and in dealing with other officers.
1.	Mr. M.Srinivasa Rao, B.A., Circle Inspector of Education, Mysore.	Works in the mornings also when there is no Inspection work.	A Programme of work for the whole year is usually prepared and adhered to. Local investigation, studies and formation of Schemes for Development of Education are also attended to.	Every day between 3 and 5 P.M. except on Government Holidays.	Scrutiny is exercised as far as practicable. For want of adequate clerical staff, arrear lists are not regularly kept.	Heavy arrears are noticed at the end of every month and precaution is taken against accumulation.	They are invariably submitted. At times delay is caused for want of timely receipts from subordinate officers and also from stress of work. Punctuality cannot be ensured while on tour.	Maintains a pocket Diary for the purpose.	Are entered in the office Diary.	Note books of Inspection Results are maintained regularly. Abstracts of the above (Rule (10) are also kept. A file book of cuttings on Important subjects is maintained.	
2.	Mr. B.Dasappa, B.A., Circle Inspector of Education, Bangalore.	Work done both morning and afternoon for not less than 6 hours every day.	Work done as far as possible according to monthly programme only varying in case of urgent and unforeseen works.	Time fixed at Head Quarters, but not possible in Camp.	This is done. Result submitted to the Inspector General every month.	Done from time to time.	Done according to the Office Calendar prescribed by the Inspector General.	Maintained and consulted when necessary.	The Reminder book is used for this purpose.	Work is done according to Inspector General's orders on his responsibility, his subordinates being only responsible for their own work.	The "Suggestions" are duly followed to the utmost extent of his ability.
3.	Miss Rutledge, Inspectress of Education for Hindustani Schools	Usually begins at 7 or 7-30 A.M. on an average 6 hours a day. At Head Quarters the Inspectress attends the Office.	It has not been	possible to fix definite working time for the various kinds of work or to fully carry out other suggestions							
4.	Mr. S.Gopala Rao, District Inspector of Education, Tumkur.	Nearly at all hours of the day, when at Head Quarters.	A Programme of Inspection Tour is prepared at the beginning of each official year and closely followed according to standing orders.	Petitioners are always heard whenever they come.	Not prepared owing to the want of clerical staff.	Almost every hour the clerks are charged on.	Maintained	No Reminder book; but they are entered in General Note Book.	Maintained	Maintained.	
5.	Mr. H.N.Venkataramanaiya, District Inspector of Education, Bangalore.	Attends regularly when at Head Quarters and not engaged on Inspection work.	A rough programme is drawn up and acted up to as far as possible. Finds no time for serious studies on account of heavy work.	Petitions and applications received and heard always.	This is done	This is also done.	Yes; maintained	Yes; maintained	Yes; maintained	Yes; maintained.	
6.	Mr. N.Shama Rao, do. Shimoga.	Usually the general rule kept up, but on many days from 8-30 to 11 A.M. and from 1 P.M. to 5-30 P.M.	Maintains a programme of work both at Head Quarters and in camp.	At Head Quarters between 3 and 4 P.M. and in camp at all hours except when there is urgent work.	Checked at the beginning of every month, while in station or soon after return if in camp.	Done very often.	This is being done.	Such papers are kept in strong covers and are periodically looked into.	No such list has been found to be necessary.	Such information is entered in a Private Note book; but those gathered at Inspections are entered in the office Diary.	
7.	Mr. T.Venkata Rao, Ag. do. Chitaldrug	Kept	The provision is made	Between 3 and 4 P.M. daily at Head Quarters.	Scrutinized	This is being done.	Maintained as far as possible	This will be maintained	Will be maintained	They are entered in the office Diary. Separate book will be maintained.	
8.	Mr. B.Tirumalachar, do. Kolar.	Usually the office works from 11 A.M. to 5 P.M. but he attends office regularly 11 A.M. to 3-30 P.M. & works after that at home (also in the mornings) at Head Quarters. In Camp from 12 noon to 5 P.M. except while engaged in inspection.	Prepares annual and monthly programmes as per Code Rules and adheres to them.	Petitions are received whenever they are brought	The arrear lists are prepared in this office and and sent to the Inspector General with full details	Attended to almost daily	Maintained and ordinarily submitted in due time.	Has been maintained	For the present the Reminder Book is used for this purpose.	Maintained.	The "suggestions" are being followed as far as possible.

Mr. S. Sangappa Esq., Assistant Inspector of Education, Mysore.	At Head Quarters usually he attends office at 11 A.M. or at the earliest possible hour while inspecting or touring.	Programme at the beginning of every year is prepared and adhered to.	Petitions are received through post. Holds personal inquiries. It is not possible to fix a time for the purpose.	The arrear list is made and submitted to the Inspector General after scrutiny.	Order inspected the work it was too heavy for the clerks.	Prepared and submitted usually	Maintained from this year	Such matters are hitherto simply remembered and attended to. but a list will be maintained.	Maintained.		
10. Mr. K. S. Venkatadriyan, Ex. Mysore.	Office usually works from 8-30 to 1-30 except on Sundays when it works from 9-00 to 12-30 A.M. The clerks at time attend both morning and noon. A regular attendance register not maintained.	Annual programme is prepared and submitted for approval.	Petitions are received during office hours. No separate time is fixed for it, nor a register maintained.	Arrear list is not maintained for want of hands. but the arrears are scrutinized.	This is being conducted	A statement is prepared at the beginning of each year and maintained. But it is not scrutinized every month.	It will be kept from this year	Not maintained	Will be maintained from this year.	Subscribes for papers to get information. Important matters are noted.	
11. Mr. S. Raghavachar Asst. Inspector of Sanskrit Schools, Mysore	At Head Quarters attends office from 11-00 A.M. to 6 P.M. every day, also at times from 7 to 10 A.M.	No programme is prepared. But as a rule he does inspection work" to 11 A.M. from 2 to 6 P.M.	Petitions are received through post and also received and disposed of during the hours when he is not busy with Inspection work.	There are no arrears at all in his office.	Inspection is made and irregularities are set right.	Maintained	Not yet kept a Reminder book. as there is no necessity.	They are noted in his Diary and are promptly attended to.	Maintained.	He says that he always evinces a very keen interest in his work and takes entire responsibility on him. Never delegates his work to others.	
12. Mr. R. Anantarama Esq. Asst. Inspector of Education Bangalore.	The office is open from 8 A.M. to 6 P.M. But on many days from 7 to 10 noon and from 2 to 6 P.M.	This is done.	No time is fixed for hearing of petitions, but they are received on all days at Head Quarters.	This is done.	Done quarterly.	This is done	This is attended to	This is done	This is done from 1st January 1915.	It has not been found possible to give full effect to the "Suggestions" owing to the increase of work and inadequate staff; but an attempt has been made to follow the system. Raghavachar	
13. Mr. B. V. Krishna Rao Ex. Ex.	Stays in office usually from 11-00 A.M. to 6-00 P.M. On week-days work from 8-00 A.M. to 6-00 P.M. On Inspection work in mornings and afternoons he stays in the place of inspection at least 2 hours to his public duties.	Prepared in the usual course and adhered to. Also does clerical work in addition to the programme work owing to the inadequate staff.	Petitions are generally received through post. Also received on working days between 1 and 2 P.M. except on morning-office days.	No arrear list is maintained. But arrears are scrutinized and maintained. Arrear Registers have been opened this month (August) and will be scrutinized on or about the 1st of every month.	Owing to the want of hands the clerks' work is partly done by him and the necessary instructions are often given to clerks. Henceforth regular monthly inspections will be made.	Statement is maintained from 1st July and will be scrutinized every month. The remarks are being submitted every month.	The reminder book has been maintained from February	The lists have been maintained since February.			
14. Mr. S. Alwar Iyengar Ex. Sub-Inspector Chikkballapur.	Office is regularly and punctually attended.	Inspection programme is prepared. The programme of work and studies is to be prepared from this year.	This is not done.	This is generally attended to now and then, but will be done in detail from this official year.	Vide remarks in the preceding column.	Vide remarks in column 6.	Will be maintained	Will be maintained	Maintained.		
15. Mr. H. Nagappa Esq. Ex. Sub-Inspector.	Usually office opens at 11 A.M. and his attendance is just about the hour at Head quarters unless otherwise engaged.	Programme is made to suit local duties. Leisure hours are spent in study and reading 4 hours on an average day.	Petitions are very rare, but if they are brought they are received at once.	Arrears are noted in the diary of every month and submitted.	ditto.	Always submitted regularly. Of late there is a little delay owing to heavy work.	Diary and a hand-note book serve the purposed.	Item of such works is attended to in time. and if delayed owing to pressure of work it will be disposed of at the earliest opportunity.	A hand-note book is kept.		
16. Mr. B. Narasiya, Ex. Tumkur.	At Head Quarters attends office from 7-00 to 10-00 A.M. and from 2 to 6 P.M.	Programme is prepared annually and submitted to the Inspector General and adhered to.	Petitions are heard every day at his residence or office, or in schools after inspection.	Check is made regarding the arrears and statements are submitted about the 5th of every month.	Tested every month.	Scrutinized and maintained.	Maintained	Maintained and submitted in the order of urgency	Hitherto such informations were entered in Printed Marks lists and in Visitors' books. A separate book will be maintained.		
17. Mr. K. T. Ramaniyangar Ex. Sub-Inspector	At Head Quarters office regularly from 8-00 to 10-00 A.M. and from 2-00 to 6-00 P.M. While on tour works 8 hours a day.	Ex. But in future he will draw up periodical programme.	Heard and received in person at a fixed hour while on tour.	Being scrutinized at the beginning of every month. will be more strictly done in future.	Is being done.	Maintained and examined every month	Will be maintained	Lists will be maintained, but urgent works are promptly attended to.	Such informations are entered in rough note books. But most important ones will be entered in a separate book.	The "Suggestions" are being carried out as far as practicable.	

1. Mr.M.Lakshminarasimhaiya, Asst. Inspector of Education, 1st Range, Mysore.	12 to 5-30 P.M. if no inspection.	Programme submitted	No time fixed	Brought into operation since the beginning of August.	Like the preceding column 6.	Please see column 6.	Not yet maintained	Not maintained, since such works are not very many.	Kept hitherto in a private book. A book apart from Diary will be maintained.		
19. Mr.B.K.Venkataramma Iyengar, do. II Range, Mysore.	At Head Quarters attends regularly every day morning and noon.	Programme submitted annually as per standing order.	It is being done daily.	Will be done	Is being done both in office and in school.	Submitted at the proper time.	Will be maintained.	Will be noted in the Reminder book.	Inspection notes are entered in office diary and other notes in private note book.		
20. Mr.K.Subba Rao. do. Shimoga	Usually the general rule is followed. But on many days it is held from 8-30 to 11 A.M. and from 1 to 5-30 P.M.	At Head quarters an hour or two in the morning is spent in studies and then office work. At camp, inspection and other works. Inspection programme is annually made and other works is adjusted to suit it.	At Head quarters between 3 and 4 P.M. In tour at any time in the day if there is no important work, when an engagement will be made.	Checked at the beginning of every month if in station, if not, soon after return from Camp.	Is being done very often.	This is being done.	Such papers are kept in strong covers and periodically looked into for disposal.	No such lists have been found to be necessary.	Private note books are kept. Inspection Notes are entered in the office diary.		
21. Mr.Ahmed Husain, Asst.Inspr. of Hindustani Schools, Shimoga.	At Head Quarters, a couple of hours in the mornings and [illegible] 2 to 6 at noon.	Programme is prepared and submitted to the Inspector General and is adhered to. provision to make the amendments, etc.	Heard almost every day at his residence in camp or in Head quarters and in office also.	Arrears are checked before 20th every month when they are also submitted.	Cleared and rectified.	Scrutinized and draft copies are maintained. Reports etc. are submitted punctually.	Maintained.	Lists maintained and thought over at leisure hours; other lists are submitted.	A book will be maintained. Hitherto it was done in private mark lists and visitor's books.		
22. Mr.P.Venkata Rao. Asst.Inspr. Chitaldrug.	Register maintained; office usually from 11 to 6 P.M.	Programme prepared	Heard between 2 and 3 P.M. while at Head Quarters.	Being done	Is being done.	Is being done.	This is being entered in the Diary. A separate book will be maintained hereafter.	Maintained.	This is being entered in the "Memoranda" at the end of the Diary. Separate book will be kept from 1st July 1915.		
23. Mr.Mahmud Doud Asst.Inspr. of Hindustani Schools Shimoga.	Begins at about 11 A.M. or 12 noon. Ordinarily attends about an hour after. In camp inspection work if in the mornings. At Head quarters too he attends in the mornings.	Programme is prepared as desired.	He is always available to the petitioners.	Scrutinized about the 1st of the month.	Open formally done. [illegible]	Hitherto maintained in registers. The office Calendar is serving the purpose. The control statement will be maintained.	Usually notes down in his diary. Depends largely on his memory.	No such list is maintained. There will not be many such items, the few that exist are always before the mind's eye. However the required list will be maintained.	Maintained.	Fully realizes the responsibility. The efficiency will be more if a set of [illegible] subordinates is given. The "Direction" referred to is fully recognized.	
24. Mr.Mahomed Beig, Inspector of Edn. for Hindi, Belgaum, Bangalore.	At Head Quarters disposes off the repeal from 11 A.M. with the help of a clerk, to about 1 P.M. Then he attends the office. Average time of work per day at Head Quarters is about 7 hours and while in camp 9 hours.	Programme is usually prepared and submitted for approval.	Petitions are heard either at his residence or his office, if he has no work and if he is at head quarters.	This is being done.	This is also made from time to time.	Returns and Reports etc. are being submitted according to the office Calendar.	This is always done, and is in charge of the clerk.	No urgent papers remain undisposed of for more than 3 days. Such papers that remain over, for want of references, are considered first every day.	One of the clerks is given a small diary for the purpose. Abstracts are entered by him.	There is strict observance of the principle laid down regarding the conduct of business.	
25. Mr.H.Venkataraddiya, Asst. Inspector, III Range, Mysore.	11 A.M. to 5 P.M. while at Head Quarters and 2 to 6 P.M. in camp.	Prepares annual programme and adheres to it. At Head Quarters devotes 2 hours and in camp 2 hours for study.	Petitions are received and disposed off whenever they are presented. If necessary local enquiries are first made and then the petitions are disposed off.	This will be attended to every month. Usually there will be no arrears at all.	This is done every day.	Such papers are submitted on due dates.	The "To" Register is serving the purpose and it is referred to fortnightly.	All papers are considered to be urgent. Papers which require careful thought will be attended to according to their nature.	A private note book and the Diary serve the purpose.	The "Suggestions" are all noted and strictly adhered to as far as possible.	
26. Mr.M.Narayana Rao, Ag. District Inspr. of Education, Mysore District.	The office is kept open even during very odd hours. The limit prescribed has been exceeded.	Annual programme is prepared. But it is very hard to act up to it owing to very heavy work	Petitioners are being promptly attended to personally.	This is not necessary at the beginning of each month.	It is not possible to make test inspection. The delays are inevitable unless by increase of hands.	Laxity generally prevails in the submission of such papers owing to want of hands and heavy work.	This is being done in his Note book.	This is being done in his Note book.	The Diary and the scrap book serve the purpose. But they are not entered in a systematic form.	He has been doing this.	

27. J.O. Fait, Esq., M.A., Principal, Central College, Bangalore.	All the "Suggestions for improving the efficiency of officers are carried out so far as they are applicable to the working of the staff of the Central College.									
28. T. Denham, Esq., M.A., Principal, Maharaja's College, Mysore.	Respectfully submits that it is impossible to answer in detail the various points asked regarding the efficiency of officers. The members of the College staff have their daily allotted duties and these are discharged as a matter of course.									
29. Mr. B. Venkataramanaiah, Head Master, High School, Chamrajpatna.	Attendance register is kept. The lower classes are held in the mornings.	Programme of work for a term is prepared and adhered to. Devotes an hour or two for study.	It is being done. Petitions are mainly complaints from boys and their guardians.	No arrears	Is being done.	Maintained.	Will be maintained.	—	Each Assistant is expected to take Notes in his private book from the papers, etc. of the school Reading Room. Head Master will maintain a Note book.	The Head Master and his Assistants are making efforts to act up to the suggestions as far as they can adopt.
30. Mr. T. Ramaiya, do. Chikballapur.	Attends earlier than 11 A.M. Generally works in the mornings too. More than 7 hours are spent for inspection & studies.	Prepares a programme of a week's work.	He is accessible to the boys and their parents or guardians.	—	—	—	—	Attended to	—	No tries to adopt the suggestions as far as possible. Improves the efficiency in games and study of the students
31. Mr. P.R. Subramanya Sastri, do. Chik-magalur.	School opens at 11 A.M. and and a register is kept & signed. All the masters attend to the work of preparation of lessons and correction of exercises at home.	Programme of a term's work is prepared by each master and time-table are made and are adhered to.	11nd period of each day is fixed to hear complaints & to make admissions and to grant leaving certificates.	A work-done-book, has been opened in which the work done by each master in each hour is entered. So the Head Master can judge whether the work done is what it ought to be.		Submitted in time.	Memorandum book and other books are maintained.	Correspondence is attended to	All Masters are supplied with Note-books and pencils for the purpose.	The Masters including the Head Master are doing their duty with a sense of responsibility.
32. [illegible] S.V. Krishnamurti Iyer, do. Hassan.	A register maintained systematically.	Programme of a term's work is arranged and followed closely as far as possible.	No Petitions at all in the school work; but interviews visitors.	Done systematically. Delays are rare.	Being done regularly by examining masters' works of their classes.	Maintained.	Not maintained, but shall be attended to at once.	Not maintained, but shall be done immediately	Some masters are maintaining while others will maintain.	
33. Mr. D. Venkataramaiya, Head Master, High School Department, Maharaja's College, Mysore.	School opens at 11 A.M. Exactly. Attendance register kept.	Programme of a Term's work is prepared and adhered to as far as possible. He inspects classes while at work and the exercise books are corrected by the teachers.	During leisure hours mostly the boys are allowed to make representations.	As the correspondence is not very heavy, there are no arrears. A statement will be prepared every once a month.	Checked.	Maintained and scrutinised.	The School Diary is maintained in its stead.	Hitherto Memos were being made for the purpose. Now a list will be maintained.	Maintained.	
34. Mr. E.S. Krishnaswami Iyer, Head Master, High School, Kolar.	11 A.M. to 5 P.M. on ordinary days and from 7-30 to 10-30 A.M. on half-holidays and Saturdays.	Maintains a programme. Inspects classes and Hostel.	Applications are received from 11 to 11-20 A.M.	Attended to from 4 to 5 P.M. No arrears at the end of the month.	Tests the clerk's and teachers' work.	do. every month.	Not maintained, as the work is cleared off by referring to the Memo book.	No need to maintain one, as the urgent works are disposed off at once.	Copied such information hitherto in his Diary; but will in future have a separate book.	
35. Mr. M. Krishnaiyangar, do. Tumkur.	11 A.M. to 6-30 P.M. including hours spent on play ground.	Has been drawn up	Nil.	No heavy arrears.	—	Statement kept and submitted to the Inspector General.	Maintained.	—	Maintained.	
36. Mr. S. Rama Rao, do. Chitaldrug.	School opens practically at 11 A.M.	Programme prepared in the beginning of the year and followed as far as possible.	Every day the 4th period is set apart for hearing complaints or grievances.	Scrutinized every week.	At least once a month students are tested and marks entered.	Duly submitted.	Maintained.	Urgent matters are at once attended to.	Noted down.	
37. Mr. B. Vasudeva Rao, do. Shimoga.	(N.B. A general answer is given to all the points that are asked.) The regular work of the school and Hostel are being attended to. (1) A Holiday excursion was made; A High School Dramatic Society has been formed, (2) The leisure hours of the students of the school and of the students of Hostel are being engaged in playing the game of word-building, which improves the English of the players as practised. (3) In the High School a class has been opened to teach "The First Aids to the Injured" and some 40 students are attending it, (5) a Social service Learning Bus Class has been organised, in which some of the High School students teach those that cannot attend Day Schools. Some 10 students are working in it. (6) Attempts are being made to start a mixed Hockey club of Gentlemen and students, (7) The Debating and Elocution Society is largely attended. (8) Much attention is given to sports also. A High School Tennis Club is being contemplated. (9) Magic Lantern Lectures are given on scientific subjects. (10) A "Ramabhajana Society" has been formed to give a practical turn to Religious Instruction.									

38. Sri.K.D.Rukminiamma, Offg.Superintendent, Maharani's College, Mysore.	An Attendance Register of the whole establishment is maintained.	A programme of a term's work is prepared and a Diary maintained.	The Superintendent interviews between 11 to 12 & 4 to 5.	Scrutinizes.	College work is occasionally inspected and Primary Girls' School work once a week.	Maintained.	Maintained.	There was no occasion to do this.	Maintained.	
39. Mr. C.R.Narain Rao, Offg. Principal, Training College, Mysore.	Attends long before 10-30 A.M. Registers are maintained and scrutinized at 11 A.M.	Weekly and monthly inspection of the Model schools and Hostels are provided for.	Petitions of leave are attended to at 11 A.M. and Petitions of promotion between 2 & 3 P.M.	No arrears of work occur.	Occasional talk with the Assistant Masters. This does not apply to the College.	Statement submitted regularly	Maintained.	Does not apply to this institution.	Personal Note book maintained.	
40. Mr.H.R.Krishna Murti, Head Master, Govt. High School, Bangalore.	The Attendance Registers are maintained both for the teachers and the pupils. Punctuality is strictly enforced.	A programme was prepared for the whole year and the work portioned out for a term. Monthly progress reports are maintained to see that the programme is adhered to.		This is done	Weekly, monthly and terminal examinations are held for the purpose. The Head Master tests the exercises and inspects the classes.			A book is maintained to note down urgent requirements of the Institution.		
41. Mr.A.Mahadeva Sastri, Curator, Oriental Library, Mysore.	Vaidic Pandits of the Library generally attend from 12 to 6 and others at about 11.	All work except the office routine is done according to a programme.	Very few petitions are received.	(4), (5), (6), (7), (8), & (9) Proper arrangements have been made regarding all these points.						
42. Mr. S.V. Setti, Superintendent, Mechanical Engineering School, Bangalore.	Registers maintained. Monthly abstracts submitted to the Inspector General.	Time Tables maintained. Programme of work fixed by the Committee is adhered to.	No chances for such work. Complaints are promptly attended to.	Papers in arrears are those that require sanction for disposal.	The Superintendent daily inspects the work of the staff and students. This is often done by the Committee also	Sent regularly	Maintained.	The advice will be followed when a need arises.	Maintained.	
43. Mr.S.Srinivasa Iyer, Head Master, Engineering School, Mysore.	The Engineering Section begins at 11 A.M. and closes at 5 P.M. with one hour's leisure. On Saturdays from 7-30 to 10-30 A.M. The Head Master attends school generally from 10-30 to 5-30 except on Saturdays, when he attends from 7-30 to 11-30 A.M. and 3 to 5-30 P.M.	Time Tables are adhered to. Excursion programmes are drawn up and submitted for approval.	No petitions to be heard, hence no hour is fixed.	Engineering Section correspondence is light and no arrears. An arrears list is maintained regarding Industries and Craft Section and others, and is scrutinized.	—	List is being maintained in the Industries Section	Noted in pocket books.	—	Has been maintaining a Note book.	The suggestions are being followed as far as they pertain to educational officers.
44. Mr.H.R.Krishna Murti, Secretary, Government Commercial School, Bangalore.	An Attendance Register is kept for the purpose.	Annual programme of work is prepared and the work apportioned among the teachers.	—	This is also done.	This is done weekly, monthly and terminally. The Head Master tests the exercises and inspects the classes.	—	—	A book is maintained for the purpose.		

Bangalore.
10th September 1915.

TNR.

TNR

INSPECTOR GENERAL OF EDUCATION.

54

G. R. S. 26]

File No. 7-14

Serial No. ~~85~~ 2

Diary No. of letter replied to

No. 672 / GA

General and Revenue Secretariat
( )
, the 191 .

To The Dy. Commr. in Mysore

Date of issue 19-10-15

Signed by Mr. R. Ramaswamy

Sir,

With refce: to your letter 78: 4702/207 dated the 10th Sept. 1915 in re the adoption of the efficiency suggestions by the officers of your depts:, I am directed to request that you will be so good as to furnish similar particulars in respect of your

over.

SUBJECT.

~~Dwor~~ office. Information in respect of your office Assistants may also be kindly furnished.

Thanks

Yours
7/10/15.

Squires.

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

GPB—3,210—1-6-15

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 10809/484 Enc. 1 Bangalore, 7th/22 December 1915

From

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education in Mysore.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of H. H. the Maharaja of Mysore,
General, *Department.*

SIR,

With reference to your letter No.672/E.A. (date not mentioned) requesting information in respect of my Office Assistants regarding the adoption of the Efficiency Suggestions, I have the honour to furnish herewith the particulars called for.

I have the honour to be,
Sir,
Your most obedient servant,

M. Shama Rao.
Inspector General.

TNR.

57

GPB—3,210—1-6-15

Edn. 15]

D No 589/E A
28-12-18

From

Rao Bahadur
M. SHAMA RAO, Esq., M.A.,
Inspector-General of Education
in Mysore.

To

The Secretary to the Govt. of
H. H. the Maharaja of Mysore,
.....General.....*Dept.*

No. 10809/484

Dated 7/22-12-1918

Received

No. of Enclosure. 1

Subject

Forwarding particulars regarding the adoption of Efficiency Suggestions in the case of the Assistants of the Inspector General of Education

Name of Officer and his Designation.	Attendance. Rule (1)	Preparation of a programme of work showing the provisions for inspection, important work and studies. Rule (2)	Hearing of petitions at a fixed hour on appointed days in a week. Rule (3).	Scrutiny of office arrear lists at the beginning of every month. Rule (3)	Test inspection of the work of officials. Rule (5)	Maintenance and monthly scrutiny of the statement of periodical returns and reports due from the office. Rule (6)	Maintenance of a Reminder book to enter all matters requiring to be remembered for future action. Rule (7)	Maintenance of lists showing items of work which are urgent or which may be causing anxiety. Rule (9)	Maintenance of Note books for entering information of value gathered during inspection, daily studies and personal interviews. Rule (10).	The Principle emphasised in several of the "MEMORANDUMS" that an officer should not consider his duty discharged by issuing order to subordinates. The amount of business, the distinction between important and unimportant matter to be recognised.
Mr. M. Somasundaram, B.A., Assistant to the Inspector General of Education.	Personal attendance at the Office before 11 A.M. Work done till 6 P.M. At times work is done in the morning also.	Besides attending to office work, the following important items of work have been undertaken:- (i) Revision of the Educational forms and registers. (ii) Revision of the Inspection Code. (iii) Draft Grant-in-aid Code and the Educational Rules. (iv) Preparation of an Office Manual (v) Formulating a Scheme for the separate Medical Inspection of Schools and Scholars.	Nil	Arrears of work in the Office are scrutinized.	Yes	Yes.	Yes	A list of important subjects receiving attention is maintained.	Some time is devoted every day to general study, news paper reading, reading of Educational reports and bulletins etc. A separate note book will be maintained.	The principle is carefully borne in mind in the conduct of business.
Mr. T. Subramanya Iyer, B.A., Special Assistant to the Inspector General of Education	Work done every morning 8 to 10-30 A.M. and again 11 A.M. to 6 P.M.	No regular programme is needed, as the whole of the time is required for office work and preparation for Examination Conference Committee's work.	Nil.	Arrear lists of office work have been scrutinised more than once every month.	Yes, done occasionally in the case of individual officials.	Yes	No separate book is maintained. Office Registers are used for this purpose.	This has just been commenced.	Yes, they are maintained	Yes, this is done.
Mr. K. Krishna Iyer, B.A., L.T., Special Officer of Examinations, Inspector General's Office.	Out-door work in the morning till about 10 A.M. afterwards to work in the Attendance Officer's office. Part, till 11 noon. Attending the Inspector General's Office between 3 and 6-30 P.M.	Programme is prepared so far as possible for Land Lighter and Refresher Courses, etc.	Nil	Arrears list scrutinised every week.	Yes	Yes	Yes	Yes, a list is maintained.	These are maintained	Yes, this principle is invariably followed.

TWO.

GENERAL AND REVENUE SECRETARIAT.

(E.A.)

NOTES.

E.A. File No (4) 74 F

FILE HEADING.

Working of the Efficiency rules

From

The Director of Industries & Commerce

No. 3831 Dated 5.6.1915 Received 8.6.1915.

Diary No. 574	Enclos. nil Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

States that only one copy of the booklet was received by him and so, no copies were distributed among the officers of the Depts.

NOTES AND ORDERS.

In addition to the copy sent to the Director of Industries and Commerce on 23-12-1914 ten copies were sent to the Secretary, Economic Conference for distribution among the faggotted offrs of the Department under his

NOTES—First Sheet.

GPB—35,000—15-6-12

G. R. S. 12]

General and Revenue Secretariat.

GA File No. 74 of 1914-15

Serial No.

Control. Draft forwarding a design copies to the Dr. for distribution among the subordinates of his dept. is put up. Submd

Not only is the submission of the case delayed but the necessary references are lacking. What has the Secy of the Economic conference to do with the subordinate officers of the Industries & Commerce Dept? Please put up a revised draft stating that on receipt of the G.O. the necessary number of copies might have been asked for, that copies are now sent & that more will be supplied if necessary & requesting that the suggestions may be followed by the subordinate officers of the Dept as well as in the Director's own office.

Revised Dft Submd.

Fair Dft is submd.

For approval

Approved

Issue

Issue

Note—Contn. sheet.

GPB—25,000—22-3-15

.. R. S. 12]

General and Revenue Secretariat.

E.A File No. 74 of 1914-15

Serial No.

~~49~~ 2 Letter No: 97 of the 16th July 15 to the Dr: of Industries & commerce forwarding a dozen copies of the booklet of efficiency suggestions & requesting to arrange for its adoption by all the Offrs of the Depts:

~~49~~ 3 Reply letter No: 1431 of the 26th Oct 15 stating that the nature of the work in his ~~office~~ dept: wh: is a temporary one differs materially from that of the other Depts: and that the suggestions are ill applicable to his dept: Submitted.

Nere 1/11/15.

Sec)

For orders
NEE
4/11/15

Has the Dept Secy no remarks to make?

Dmr

L. III.

It is not understood why it should be impossible to adopt ~~follow~~ simple rules of conduct and business which are being followed, in substance if not literally, in all other Depts. That the work of the Depts is of a varied character, and that it depends on the co operation of private individuals, may be said of many other Depts and cannot be regarded as a sufficient ground for exemption. If the Director has wanted any particular

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. 74 of ~~1914~~.

Serial No.

rules to be relaxed in the case of his Dept & explained the reasons, the position would have been intelligible. As it is, he urges an extreme contention & maintains that the work of his Dept cannot be formulated under rules, and that Govt must "rest satisfied" with what is being done, without seeking to enquire about the methods of business adopted. Since such a position cannot be accepted, the Director may be informed that the 'suggestions' may be adopted in his Dept or if he has a set of rules of his own, that he may submit the same to Govt under G.O. No 662 dt Dated 18th Decr 1914, paragraph 3.

11. The Director imagines, quite gratuitously, that "the application of a system devised for carrying on the routine work of the admn to this department implies a want of confidence in the head of the Dept" The fact however that the system has been prescribed ~~intended~~ for all departments should have shown him that ~~anything~~

NOTE—Contn. sheet.

Serial No.

nothing in the nature of a personal reflection could possibly have been meant.

Flag I.

12. Mr Chatterton is stated to have rendered some assistance in the framing of the ~~suggestions~~ effy rules one or two which were, it is believed, adopted on his suggestion. Such being the case, it is not a little curious that he should contend against the application of the rules to his own dept.

Secretary)
A draft reply intimating the giving the note above may be submitted.

NM 28/11/15

Prime 7/12

NM 8/12

Dy Secy (Rev) Revised draft sub'd.
Secy 10/12
Govt Secy)

I confess I do not agree with this draft.
I would request the Director to submit a draft set of rules on the subject, if, as he says, the rules promulgated ^ for his dept

. R. S. 12]

General and Revenue Secretariat. | File No. 4 of 191

Serial No.

by Govt are not applicable to his Dept owing to its special Constitution and ways of working. The matter may be further considered after the Director's reply is received

25/12/15

Ross 27/12

3322
27-12-1915
L III

D Ewan

A revised draft is put up

Secy)
Dewan)

4/2/16

17

I think that the Director should be told to carry out the rules as far as they are applicable, and to send a rept as to what he considers inapplicable. Please submit a corrected draft

Subd Letter. I have conveyed the Dewan's instructions.

3/4/16.

4120
8.2.16

NOTE—Contn. sheet.

24/2/16

GPB—20,000—20-6-15.

22/2/16

7

G. R. S. 12]

General and Revenue Secretariat.

G.O.(Ms) File No. 74 of 191 .

	Serial No.	
		17 Revised draft sub'd Secy) 28/2
		18 27/2/16 Dtown
		draft appd by Diwan 2/3
4538 / 28.2.16	4	To the Dir: of Industries & Commerce. Letter No. G.O.A.G (74) of the 6th June 1916 requesting to carry out the efficiency suggestions as far as possible & report specifically as to the provisions not applicable to this office. 4/3

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

No. 3831.
Encl.

D.No. S 14/E 11
8. 6. 15.

OFFICE OF THE
DIRECTOR OF INDUSTRIES AND COMMERCE.
"RINGWOOD," HIGH GROUND,

Bangalore, 5th June 1915.

DIARY No. 3228

10-10
SECTION
FILE No. To
SERIAL No.

ALFRED CHATTERTON, ESQ., F. C. G. I., C. I. E.,
Director of Industries and Commerce in Mysore,
Bangalore. (India).

The Secretary to the Govt. of H.H. the Maharaja of Mysore,
General and Revenue Departments.

SIR,

With reference to your No.737-782/E.A. of the 2nd of June 1915, I have the honour to state that in accordance with Government Order No.6421-68/E.A.7-14 dated the 19th December 1914, I received only one copy of the booklet and that in consequence no copies have been circulated to any of the officers of this Department.

I have the honour to be,
S i r,
Your most obedient servant,

Alfred Chatterton

Director of Industries & Commerce

15 6 15

G. R. S. 26]

SUBJECT. Forwarding a dozen copies of the booklet re: efficiency rules and requesting to arrange for the observance of the rules by the the subordinate officers and in his own office and to report as early as convenient.

Diary No. of letter replied to

Section E. A.
File No. 7-14
Serial No. 19

General and Revenue Secretariat
( )
, *the* 191 .

No. 97 / Genl 12
E. A.

Date of issue 16. 7. 1915

Signed by Mr. R. Madhava Rao

To
The Director of Industries
and Commerce in Mysore.

Sir,

With reference to your letter No. 3831 dated the 5th June 1915 in re: the adoption of the suggestions for improving the efficiency of officers issued with G.O.No.6421-68/E.A.7-14 dated the 19th December 1914, I am directed to observe that on receipt of the order the required number of copies might have been asked for and

over.

and distributed to the subordinate officer of your Department. A dozen copies are now sent herewith for the purpose.

2. I am to request that you will be so good as to arrange for the suggestions contained in the booklet being followed by all your subordinate officers as well as in your own office and to submit to Government as early as may be convenient, a report on the several points mentioned in this office Circular No.737-782/E.A. dated the 2nd June 1915.

I have &c.,

Dwe 1577

Offg.Secretary to Govt.

6/7 5/7/15

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

VIII 27/10. 23/ 27/10

69

W.D. 0713—GPB—3,500—27-8-15

No. 1431
ENCL.

OFFICE OF THE
DIRECTOR OF INDUSTRIES AND COMMERCE,
"BEDFORD HOUSE," HIGH GROUND,

Bangalore.....26th October 1915.

DIARY No. 411

19 - 19 .
SECTION E. A B.
FILE No. 7-14
SERIAL No. 49

FROM

ALFRED CHATTERTON, ESQ., F.C.G.I., C.I.E.,

Director of Industries and Commerce in Mysore,
Bangalore, (India)

To

The Secretary to the Government of Mysore,
General and Revenue Departments,
Bangalore.

SIR,

In reply to your D.O. No.684 dated the 25th October 1915, I have the honour to invite your attention to the fact that this Department is a temporary one and the nature of the work carried on therein differs materially from the work done in other Departments. Proposals for the improvement of the efficiency of officers in other Departments do not apply to this Department. All the officers of this Department are being trained by me to carry on work of a very varied character and such as cannot be formulated under rules. Work which depends upon the co-operation of private individuals cannot be specified beforehand and the preparation of programmes is impossible. Personally, I am satisfied that the work is going on as satisfactorily as can be expected under the conditions prevailing and I would request Government to rest satisfied with the work I am now doing. I should like to point out to you that the application of a system devised for carrying on the routine work of administration to this Department implies a want of confidence in the head of the Department. The work is difficult enough as it is and I do not think it will be simplified or improved by the adoption of the measures which Government contemplate.

I have

I have the honour to be,

S i r,

Your most obedient servant,

Director of Industries and Commerce.

To

The Director of Industries
and Commerce in Mysore

Sir,

In reply to your letter No.1431 dated the 26th October on the subject of following the "Suggestions for improving the efficiency of officers", I am directed to state that there is nothing in these suggestions which makes them prima facie inapplicable to your department, and to request that you will be so good as to see that they are duly observed. Should it, however, appear necessary after one year's experience, to relax or modify any particular rule, a report may be submitted on the subject and orders obtained.

I have the honour etc.,

7/2

Secretary to Government,
General Department.

6/2/16

G.R.S. 26]

SUBJECT Requests the Dir. to relaxe the rules as far as possible and report specifically the provisions that are inapplicable.

Diary No. of letter replied to

Section

File No.

Serial No. 4

General and Revenue Secretariat

( )

, the 191

E. A. G. No. 74

Date of issue 6 - 3 - 1916

To The Dir. of Industries & Commerce

Signed by Mr. R. Madhava Rao

Sir,

With refce to your letter No 1431 date 26th Oct 1915 regarding the adoption of the suggestions for improving the effcy of offices', I am directed to request that the rules may be

over.

carried out as far as possible, and a report submitted specifically mentioning the provisions which are considered inapplicable.

I have &c

FM
27/2/16.

Cpal ag

NM
26/2/16

Hmy
29/2/16

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

G. R. S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(S.A.)

NOTES.

File No. 74 R.

FILE HEADING.

Working of the Efficiency rules.

From

The Conservator of Forests in my area

No. 2603 Dated 6-9-15. Received 10-9-15.

Diary No. 289 . Enclos. nil . Spare Copies. . Serial No. 37

BRIEF ABSTRACT OF LETTER.

gives in detail how far the efficiency suggestions have been adopted by the officers subordinate to him.

NOTES AND ORDERS.

Almost all the suggestions have been adopted by the 15 officers subordinate to the Cons. The test inspection of the work of offs. is intended to be done along with the scrubing of car-

NOTES—First Sheet.

GPB—20,000—8-8-14

G. R. S. 12]

General and Revenue Secretariat. | File No. 74p of 1914.

Serial No.

arrear lists and it is therefore a question whether there should not be an inquiry in such inspections by all the Dt: Forest Offrs.

nothing is contained in the reply regarding the adoption of the suggestions by the Const himself.

Reply called for

NRR 22/9

Submd
NRR
-18/9.

Dft sub.

NRR 27/9.

Issue
NRR
30/9

To the Const: letter No 623 dy 1.10.15 requiring inquiry in respect of his own office.

Reminded w/o.

Reminded on 8.6.16.

NOTE—Contn. sheet.

VIII 8/9 Msu 8/9

D. 20. 289/E.A. 76
10-9-15 Fle 7-14. Sl 37

Rev. Forests]

OFFICE OF THE CONSERVATOR OF FORESTS IN MYSORE,

No. 2603 *Bangalore, Dated* 6th September 1915.

Enclosures nil

From

M. G. Rama Rao Esquire, B.A.,
~~RAI BAHADUR M. MUTHANNA, Esq.,~~

Conservator of Forests in Mysore.

To

V. R. Thyagaraja Iyer Esq., M.A.,

Secretary to the Government of
H. H. the Maharaja of Mysore,
~~General and~~ Revenue Departments.

SIR,

Referring to your letter No. 737-782/E A dated the 31st May/2nd June last, regarding certain suggestions for -- improving the efficiency of Officers, I have the honour to note on the m a r g i n the names of Officers to whom copies of the booklet containing the suggestions were supplied.

(1) Mr. B. Hira Singh, B.A.,
(2) Mr. Y. Sitaramaiya, B.A.,
(3) Mr. B.V. Ramaiengar, B.A.,
(4) Mr. M.Machaiya. B.A.,
(5) Mr. K. Muthaiya
(6) Mr. G. Krishnamurti Naidu.
(7) Mr. P.S. Govinda Rao.
(8) Mr. V. Ethirajalu Naidu.
(9) Mr. D. Raja Rao.
(10) Mr. M.A. Varadachar B.A.,
(11) Mr. K. Revanna.
(12) Mr. L.P.Mascarenhas.
(13) Mr. B. Venugopaliah.
(14) Mr. C. H. Eagles.
(15) Mr. Chinniah Chetty.

GPB—1,000—1-7-10

2. Officers usually attend Office not later than 11-30 A.M. when at --

Head Quarters, except when they inspect the Koti or Depot in the morning in which case, they attend Office not later than 2 P.M.

2. A programme of work covering a period of six months during the forest working season is generally drawn up by the District Forest Officers and submitted to the -- Conservator of Forests for approval as per standing orders. Whenever Officers leave their Head-Quarters on circuit, a -- copy of the tour Programme is submitted to their Official -- superiors or the Deputy Commissioners as the case may be -- for information and orders, if any.

3. Petitions are heard generally between 12 noon and 1 P.M. when the Officers are at Head-Quarters and when on tour at all hours of the day. Since very few petitions are tendered personally there does not seem to be any necessity to fix appointed days in a week for the purpose.

4. Unanswered reference lists are prepared by the District Forest Officers for every month not later than the 15th of the following month and after careful scrutiny by them submitted to the Conservator of Forests and is reviewed by him in turn.

5. As regards the test inspection of the work of -- the Officials there seems to prevail some diversity of practice. Some District Forest Officers report that they do it every week, others say that they only do it from time to time when they are at Head-Quarters.

6. A statement of periodical returns and reports due from the District Forest Office to the several Officers is -- being maintained as per Circular orders and the punctual submission of these from the subordinate Offices insisted on.

7. The reminder books, lists showing items of work which are urgent or which may be causing anxiety and the note - books mentioned in rule 10 are reported to have been maintained since the issue of the suggestions for improving the efficiency of Officers.

8. In the course of my tours of inspection, opportunity is taken to impress upon the Officers, the necessity of --- strictly adhering to the instructions of Government and I trust, that before long, they will be adopted in their entire-ty to the advantage of both the Government and the public.

I have the honour to be,

Sir,

Your most obedient servant,

Conservator of Forests in Mysore.

G. R. S. 26]

79

SUBJECT.....

Diary No. of letter replied to.....

General and Revenue Secretariat
( )
, the 191 .

Date of issue 1-10-15

Signed by Mr N. Madhavadas

Section E. A
File No. 7-14
Serial No. 43.

No. 623
E. A

To

The Const of Forests
in Mysore

Sir,

With refce: to your letter No: 2603 of the 6th inst:, in re the adoption of the suggestions for improving the efficiency of Officers, I am directed to request you to be so good as to furnish ~~further~~ information as to how far these suggestions have

adopted in respect of
our own office.

I have etc

HW

J Cubbey.

Mgr
27/9

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE

General & Revenue Secretariat.

Dated, Bangalore, the 31st May 1915.

No. 737-782 -

From

D. M. NARASINGA RAO, Esqr., B.A., B.L.,

Offg: Secretary to Government,

General and Revenue Departments.

To

Sir,

With reference to Government Order No.6421-68/E.A.7-14 dated the 19th December 1914, issuing certain suggestions for improving the efficiency of officers, I am directed to request you to be so good as to furnish for the information of Government the names of officers under you to whom copies of the booklets containing the suggestions were supplied and to state how far the suggestions have been adopted by those concerned. Information is specially desired with regard to the following matters:--

(1) Attendance (Rule 1).

(2) Preparation of a programme of work making due provision for inspections, important work and studies. (Rule 3).

(3) Hearing of petitions at a fixed hour on appointed days in a week (Rule 3).

(4).

(4) Scrutiny of office arrear lists at the beginning of every month (Rule 4).

(5) Test inspection of the work of officials (Rule 5).

(6) Maintenance and monthly scrutiny of the statement of periodical returns and reports due from the office (Rule 6)

(7) Maintenance of a reminder book to enter all matters requiring to be remembered for future action (Rule 7).

(8) Maintenance of lists shewing items of work which are urgent or which may be causing anxiety (Rule 9).

(9) Maintenance of note books for entering information of value gathered during inspection, daily studies, newspaper reading and personal interviews (Rule 10).

2. I am to invite attention in this connection to the principle emphasised in several of the "suggestions" that an officer should take the entire responsibility for the work entrusted to him and should not consider his duty discharged by issuing orders to his subordinates. It is also requisite that in the conduct of business, the distinction between important and unimportant matters should be more largely recognised than appears to be the case at present.

I have the honour to be,

S i r,

Your most obedient servant,

Offg: Secretary to Government.